

Job Title: Utility Technician I

Department: Environmental Services Division

Immediate Supervisor: Operations Supervisor

Origination Date:	07/01/2001
Revision Date:	07/01/2012
Job Grade	801
FLSA Status	Non-exempt

BRIEF DESCRIPTION OF THE JOB:

Performs semi-skilled work in the operation and maintenance of utility water and reclaimed water transmission and distribution systems, wastewater collection, and water/wastewater treatment plant equipment and facilities. Maintains, monitors, installs, and/or repairs the City's water distribution system, service lines, valves and fire hydrants, wastewater collection, and treatment facilities.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

Physical Strength Code		ESSENTIAL FUNCTIONS – Water Distribution
1	M	Demonstrates a continuous effort to improve operations by streamlining work processes, decreasing turnaround times, and working cooperatively and jointly to provide efficiency and excellence in the use of City resources.
2	M	Delivers outstanding customer service. Establishes and maintains open communication with all internal and external customers; to include co-workers, contractors, residents, and other City departments. Informs immediate supervisor of daily operations, important developments, and work activities.
3	H	Adheres to industry and City safety standards, policies, practices, and procedures. Provides services in accordance with government standards such as Bluestake, OSHA, and MAG.
4	H	Executes routine and emergency operational, maintenance, construction, and repair functions of infrastructure or equipment utilized in the water distribution division. Maintains the integrity of landscaping, and completes work orders.
5	H	Assists in the installation, maintainance, replacement, and repair of water mains, water service connections, fire hydrants, valves, and related appurtenances. Notifies customers of water service interruptions in accordance with Public Works policies and procedures.
6	M	Operates, inspects, and maintains water distribution infrastructure; logs daily records; inturprets readings from meters, gauges, charts and instruments; and detects mechanical or process deficiencies and communicates findings to the supervisor.

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Physical Strength Code		ESSENTIAL FUNCTIONS – Water Production
1	M	Demonstrates a continuous effort to improve operations by streamlining work processes, decreasing turnaround times, and working cooperatively and jointly to provide efficiency and excellence in the use of City resources.
2	M	Delivers outstanding customer service. Establishes and maintains open communication with all internal and external customers; to include co-workers, contractors, residents, and other City departments. Informs immediate supervisor of daily operations, important developments, and work activities.
3	H	Adheres to industry and City safety standards, policies, practices, and procedures. Provides services in accordance with government standards such as Bluestake, OSHA, and MAG.
4	H	Executes routine and emergency operational, maintenance, construction, and repair functions of infrastructure or equipment utilized in the water production division.
5	H	Operates all equipment used in production well treatment and distribution systems including pumps, motors, chlorinators, cathodic protection, and flow regulating devices. Maintains the integrity of landscaping, checks storage tanks and electrical panels, adjusts chemical feed rates, and completes work orders.
6	M	Conducts daily inspections of well sites; logs daily records; interprets readings from meters, gauges, charts, and instruments; and detects mechanical or process deficiencies and communicates findings to the supervisor.

Physical Strength Code		ESSENTIAL FUNCTIONS – Wastewater Reclamation
1	M	Demonstrates a continuous effort to improve operations by streamlining work processes, decreasing turnaround times, and working cooperatively and jointly to provide efficiency and excellence in the use of City resources. Maintains records and documents daily process data in log books, process data sheets, computer data records, emails and weekly reports.
2	M	Delivers outstanding customer service. Establishes and maintains open communication with all internal and external customers; to include co-workers, contractors, residents, and other City departments. Informs immediate supervisor of daily operations, important developments, and work activities. Conducts safety inspections and plant tours for supervision, city officials, school groups and other visitors.
3	H	Adheres to industry and City safety standards, policies, practices, and procedures. Provides services in accordance with government standards such as Bluestake, OSHA, and MAG.
4	H	Executes routine and emergency operational, maintenance, construction, and repair functions of infrastructure or equipment utilized in the wastewater reclamation division.
5	H	Operates all equipment used in wastewater reclamation facilities including pumps, motors, chlorinators, and flow regulating devices. Maintains the integrity of landscaping, checks storage tanks and electrical panels, adjusts chemical feed rates, and completes work orders. Performs daily lab procedures and interprets result and make necessary adjustments and corrections based on lab results.

Physical Strength Code		ESSENTIAL FUNCTIONS – Wastewater Reclamation
6	M	Conducts daily inspections of reclamation facilities; logs daily records; interprets readings from meters, gauges, charts, and instruments; and detects mechanical or process deficiencies and communicates findings to the supervisor. Conducts and interprets wastewater process control laboratory analyses as well as permit required lab testing and informs immediate supervisor of results.

Physical Strength Code		ESSENTIAL FUNCTIONS – Wastewater Collection
1	M	Demonstrates a continuous effort to improve operations by streamlining work processes, decreasing turnaround times, and working cooperatively and jointly to provide efficiency and excellence in the use of City resources. Participates in in-house and/or on the job training activities, completes all training assignments.
2	M	Delivers outstanding customer service. Establishes and maintains open communication with all internal and external customers; to include co-workers, contractors, residents, and other City departments. Informs immediate supervisor of daily operations, important developments, and work activities.
3	H	Adheres to industry and City safety standards, policies, practices, and procedures. Provides services in accordance with government standards such as Bluestake, OSHA, and MAG.
4	H	Executes routine and emergency operational, maintenance, construction, and repair functions of infrastructure or equipment utilized in the wastewater collection division under the direction of the Senior UT.
5	H	Operates all equipment used in wastewater collection including pumps, motors, sewer cleaning equipment, tank trucks, CDL required large vacuum trucks, and various tools. Maintains the integrity of landscaping, checks storage tanks and electrical panels, adjusts chemical feed rates, and completes work orders.
6	M	Conducts daily inspections of collection facilities; logs daily records; interprets readings from meters, gauges, charts and instruments; and detects mechanical or process deficiencies and communicates findings to the Senior UT and/or supervisor.

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JOB REQUIREMENTS:

JOB REQUIREMENTS	
Formal Education / Knowledge	Work requires knowledge necessary to understand basic operational, technical, or office processes. Level of knowledge equivalent to four years of high school or equivalency.
Experience	Minimum six months experience in a related field.
Certifications and Other Requirements	Valid Driver's License
Reading	Work requires the ability to read maps, manuals, work orders, and blueprints.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication, division, and percentages.
Writing	Work requires the ability to write work orders, memos, letters, and reports.
Managerial	Job has no responsibility for the direction or supervision of others but may provide advice/direction to an employee with less experience/skill or tenure.
Policy/Decision Making	Moderate - The employee normally performs the duty assignment after receiving detailed instructions as to methods, procedures, and desired end results with little room for deviation. The immediate supervisor may, at times, provide close and constant review.
Technical Skills	Limited Application - Work requires the use of standard technical skills appropriate to the work environment of the organization. Limited analysis and independent thinking is utilized.
Interpersonal / Human Relations Skills	Moderate - Work requires regular interaction involving exchange and receipt of information. The purpose of interactions is primarily the sharing of information.

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Physical Demands

Frequency Code Scale

N = Never	R = Rarely	O = Occasionally	F = Frequently	C = Constantly
Never occurs	Less than 1 hour/week	Up to 1/3 of the time	From 1/3 to 2/3 of the time	2/3 or more of the time

Physical Demand	Frequency Code (Mark only one)	Description: (Check all that apply)
Standing	<input type="checkbox"/> N <input type="checkbox"/> R <input type="checkbox"/> O <input checked="" type="checkbox"/> F <input type="checkbox"/> C	<input type="checkbox"/> Making presentations <input checked="" type="checkbox"/> Observing work site <input checked="" type="checkbox"/> Observing work duties <input checked="" type="checkbox"/> Communicating with co-workers
Fine Dexterity	<input type="checkbox"/> N <input type="checkbox"/> R <input checked="" type="checkbox"/> O <input type="checkbox"/> F <input type="checkbox"/> C	<input checked="" type="checkbox"/> Computer keyboard <input checked="" type="checkbox"/> Telephone keypad <input checked="" type="checkbox"/> Calculator <input type="checkbox"/> Calibrating equipment
Walking	<input type="checkbox"/> N <input type="checkbox"/> R <input type="checkbox"/> O <input type="checkbox"/> F <input checked="" type="checkbox"/> C	<input checked="" type="checkbox"/> To other departments/offices <input checked="" type="checkbox"/> Around work site
Lifting	<input type="checkbox"/> N <input type="checkbox"/> R <input type="checkbox"/> O <input checked="" type="checkbox"/> F <input type="checkbox"/> C	<input checked="" type="checkbox"/> Supplies <input checked="" type="checkbox"/> Equipment <input type="checkbox"/> Files
Carrying	<input type="checkbox"/> N <input type="checkbox"/> R <input type="checkbox"/> O <input checked="" type="checkbox"/> F <input type="checkbox"/> C	<input checked="" type="checkbox"/> Supplies <input checked="" type="checkbox"/> Equipment <input type="checkbox"/> Files
Sitting	<input type="checkbox"/> N <input type="checkbox"/> R <input checked="" type="checkbox"/> O <input type="checkbox"/> F <input type="checkbox"/> C	<input checked="" type="checkbox"/> Desk work <input checked="" type="checkbox"/> Meetings <input checked="" type="checkbox"/> Driving
Reaching	<input type="checkbox"/> N <input type="checkbox"/> R <input checked="" type="checkbox"/> O <input type="checkbox"/> F <input type="checkbox"/> C	<input checked="" type="checkbox"/> For supplies <input type="checkbox"/> For files
Handling	<input type="checkbox"/> N <input type="checkbox"/> R <input checked="" type="checkbox"/> O <input type="checkbox"/> F <input type="checkbox"/> C	<input checked="" type="checkbox"/> Paperwork <input type="checkbox"/> Monies
Kneeling	<input type="checkbox"/> N <input type="checkbox"/> R <input checked="" type="checkbox"/> O <input type="checkbox"/> F <input type="checkbox"/> C	<input type="checkbox"/> Filing in lower drawers <input checked="" type="checkbox"/> Retrieving items from lower shelves/ground
Crawling	<input type="checkbox"/> N <input type="checkbox"/> R <input checked="" type="checkbox"/> O <input type="checkbox"/> F <input type="checkbox"/> C	<input checked="" type="checkbox"/> Under equipment <input checked="" type="checkbox"/> Inside attics/pipes/ditches
Other		(Explain)

Physical Demand	Frequency Code (Mark only one)	Description: (Check all that apply)
Pushing/ Pulling	<input type="checkbox"/> N <input type="checkbox"/> R <input checked="" type="checkbox"/> O <input type="checkbox"/> F <input type="checkbox"/> C	<input type="checkbox"/> File drawers <input checked="" type="checkbox"/> Equipment <input checked="" type="checkbox"/> Tables and chairs <input checked="" type="checkbox"/> Hoses
Climbing	<input type="checkbox"/> N <input type="checkbox"/> R <input checked="" type="checkbox"/> O <input type="checkbox"/> F <input type="checkbox"/> C	<input checked="" type="checkbox"/> Stairs <input checked="" type="checkbox"/> Ladders <input checked="" type="checkbox"/> Step stools <input checked="" type="checkbox"/> Onto equipment
Vision	<input type="checkbox"/> N <input type="checkbox"/> R <input type="checkbox"/> O <input type="checkbox"/> F <input checked="" type="checkbox"/> C	<input checked="" type="checkbox"/> Reading <input checked="" type="checkbox"/> Computer screen <input checked="" type="checkbox"/> Driving <input checked="" type="checkbox"/> Observing work site
Foot Controls	<input type="checkbox"/> N <input type="checkbox"/> R <input checked="" type="checkbox"/> O <input type="checkbox"/> F <input type="checkbox"/> C	<input checked="" type="checkbox"/> Driving <input checked="" type="checkbox"/> Operating heavy equipment <input type="checkbox"/> Operating Dictaphone
Balancing	<input type="checkbox"/> N <input type="checkbox"/> R <input checked="" type="checkbox"/> O <input type="checkbox"/> F <input type="checkbox"/> C	<input checked="" type="checkbox"/> On ladders <input checked="" type="checkbox"/> On equipment <input checked="" type="checkbox"/> On step stools
Bending	<input type="checkbox"/> N <input type="checkbox"/> R <input checked="" type="checkbox"/> O <input type="checkbox"/> F <input type="checkbox"/> C	<input type="checkbox"/> Filing in lower drawers <input checked="" type="checkbox"/> Retrieving items from lower shelves/ground <input checked="" type="checkbox"/> Making repairs
Crouching	<input type="checkbox"/> N <input type="checkbox"/> R <input checked="" type="checkbox"/> O <input type="checkbox"/> F <input type="checkbox"/> C	<input type="checkbox"/> Filing in lower drawers <input checked="" type="checkbox"/> Retrieving items from lower shelves/ground
Hearing	<input type="checkbox"/> N <input type="checkbox"/> R <input type="checkbox"/> O <input type="checkbox"/> F <input checked="" type="checkbox"/> C	<input checked="" type="checkbox"/> Communicating via telephone/radio, to co-workers/public <input checked="" type="checkbox"/> Listening to equipment
Twisting	<input type="checkbox"/> N <input type="checkbox"/> R <input checked="" type="checkbox"/> O <input type="checkbox"/> F <input type="checkbox"/> C	<input checked="" type="checkbox"/> From computer to telephone <input checked="" type="checkbox"/> Getting inside vehicle
Talking	<input type="checkbox"/> N <input type="checkbox"/> R <input type="checkbox"/> O <input type="checkbox"/> F <input checked="" type="checkbox"/> C	<input checked="" type="checkbox"/> Communicating via telephone/radio, to co-workers/public

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Physical Demands (continued)

Machines, Tools, Equipment and Work Aids:

Telephone, fax machine, hand tools, truck, pumps, valve key, lab equipment, compressors, hoses, various hand and power tools, value exercise machine, treatment equipment, backhoe, dump truck, jackhammer, gas powered saw, pipe cutters, air tools, utility trailer.

Computer Equipment and Software:

Personal Computer, Microsoft Office, Scada.

Environmental Factors:

Environmental Conditions	Never	Seasonally	Several Times Per Month	Several Times Per Week	Daily
Extreme temperature (heat, cold, extreme temp. changes from outside work)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wetness and/or humidity (bodily discomfort from moisture)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Respiratory hazards (fumes, gases, chemicals, dust and dirt)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Noise and vibration (sufficient to cause hearing loss)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Physical hazards (high voltage, dangerous machinery, aggressive prisoners, patients – <u>not customers</u>)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Health and Safety Conditions:

Health and Safety Conditions	N = Never Never occurs	R = Rarely Less than 1 hour per week	O = Occasionally 1/3 or more of the time	F = Frequently From 1/3 to 2/3 of the time	C = Constantly 2/3 or more of the time
Mechanical hazards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Chemical hazards	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Electrical hazards	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fire hazards	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Explosives	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communicable diseases	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Physical danger or abuse	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (specify)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Primary Work Location:

- ☐ Office Environment
☐ Warehouse
☐ Shop
☐ Vehicle
☐ Recreation Centers/Neighborhood Centers
☒ Outdoors
☐ Other (Specify)

Protective Equipment Required:

Hard heat, gloves, steel toe shoes, eye protection, ear protection, safety vest, chemical apron, dust masks, SCBA

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Job Demands

Overall Strength Demands:

Overall Strength Demands	
<input type="checkbox"/> Sedentary	Exerting up to 10 pounds occasionally or negligible weights frequently; sitting most of the time.
<input type="checkbox"/> Light	Exerting up to 20 pounds occasionally, 10 pounds frequently, or negligible amounts constantly <u>AND/OR</u> walking or standing to a significant degree.
<input type="checkbox"/> Medium	Exerting 20-50 pounds occasionally, 10-25 pounds frequently, or up to 10 pounds constantly.
<input checked="" type="checkbox"/> Heavy	Exerting 50-100 pounds occasionally, 25-50 pounds frequently, or from 10 up to 20 pounds constantly.
<input type="checkbox"/> Very Heavy	Exerting over 100 pounds occasionally, 50-100 pounds frequently, or from 20 up to 50 pounds constantly.

Non-physical Demands:

Non-physical Demands	Frequently	Occasionally	Rarely	Never
Time Pressures	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Emergency Situations	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Frequent Change of Tasks	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Irregular Schedule/Overtime	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Performing Multiple Tasks Simultaneously	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Working Closely with Others as Part of a Team	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tedious or Exacting Work	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Noisy/Distracting Environment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (Describe below.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

EXPECTED BEHAVIOR:

Staff – Expected Behavior

The employee is expected to embrace, support, and promote the City's values, beliefs, and culture Which include but are not limited to the following:

- Be positive. Do not participate in gossip
- Maintain confidentiality
- Walk the talk – uphold and live the Goodyear culture
- Encourage positive feedback
- Be accountable – submit responses to all requests for information by due date and meet deadlines
- Support a learning culture
- Be on time for all meetings
- Create and implement ethical standards for your worksite
- Be fiscally responsible
- Support the City's values and mission
- Let common sense prevail
- Be visionary – anticipate issues
- Support organizational change
- Establish and maintain positive and effective working relationships with co-workers, supervisors, subordinates, contractors and vendors
- Understand City policies and procedures, make rational decisions/recommendations in accordance with established policy.
- Work in a safe manner and report unsafe activities and conditions. Follow the City-wide safety policy and everyone's responsibility. Make it a critical part of the day to day operations.
- Foster teamwork and actively participate on teams and in City activities
- Lead by example
- Provide outstanding customer service to internal and external customers

These traits are not basic job requirements but are expected behavior. Other duties and responsibilities will be performed as assigned.

SIGNATURES—REVIEW AND COMMENT:

I have reviewed this job analysis and its attachments and find it to be an accurate description of the demands of this job.

Signature of Employee

Date

Job Title of Supervisor

Signature of Supervisor

Date

Job Title of Department Director

Signature of Department Director

Date

Comments: _____

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position. This job description is subject to change as the needs and requirements of the job change.